



This schedule applies to: Social Service Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all local government agencies relating to the unique functions of providing social services to individuals. The schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of the ir minimum retention period for the efficient and effective management of local resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or r easonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules for records that are covered by this retention schedule are revoked. Local government agencies must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on October 4, 2023.

Signature on File

For the State Auditor:
Al Rose

Signature on File

For the Attorney General:
Matt Kernutt

Signature on File

The State Archivist:
Heather Hirota



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "SS" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
1.1	June 26, 2014	The <i>Juvenile Courts and Services Records Retention Schedule (Version 1.0)</i> was revoked June 26, 2014. All records series relating to the provision of social services to juveniles were transferred into this retention schedule. (Official juvenile court records are now covered by the <i>County Clerk and Superior Court Records Retention Schedule (Version 7.0)</i>). Three series were added to cover juvenile records eligible for early destruction pursuant to chapter 13.50 RCW. No changes to minimum retention periods were made to any of the records series in this retention schedule; a comprehensive revision will be completed at a later date. All modifications are detailed in the Summary of Changes.
1.2	December 5, 2018	References to chapter 13.50 RCW updated. Minor formatting changes.
2.0	October 4, 2023	Changes to non-court related social files series. Removed records series related to court case and diversion-related social files. Reference the <i>County Clerk and Superior Court Records Retention Schedule</i> or the <i>District and Municipal Court Records Retention Schedule</i> .



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For assistance and advice in applying this records retention schedule,
please contact your agency's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



1. SOCIAL SERVICES

This section covers records of the agency providing social services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS2023-038 Rev. 0	<p><i>Applications for Services (Denied/Withdrawn)</i></p> <p>Records documenting applications for support services or health care screening and referral services where the application is denied by the agency or withdrawn by the applicant.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application and supporting documents; • Agency review of application; • Notice of denial or withdrawal; • Related correspondence/communications. <p><i>Note: Retention based on 3-year statute of limitation for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after application denied or withdrawn</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-08 Rev. 1	<p><i>Client Case Files (Support Services)</i> Case files documenting client participation in support services programs that do not include health care screening or provision of health care treatment.</p> <p>Support services include, but are not limited to:</p> <ul style="list-style-type: none"> • Financial assistance; • Employment assistance; • Housing assistance; • Care giving assistance. <p>Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Applications and supporting documents; • Consultation and planning records; • Monitoring and follow-up records; • Related correspondence/communications. <p><i>Note: Retention is based on 6-year statute of limitations for breach of contract/agreement (RCW 4.16.040).</i></p>	<p>Retain for 6 years after case closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-02 Rev. 1	<p><i>Client Case Files (Health Care Screening and Referral)</i> Records documenting health care screening and referral services for eligible individuals. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and supporting documents; • Assessments and consultations; • Treatment plans; • Referral documentation; • Treatment monitoring; • Related correspondence/communications. <p><i>Note: Retention is based on 8-year statute of limitations for Pursuant to RCW 4.16.350, the statute of limitations for the commencement of action for injuries resulting from health care or related services is 8 years after last provision of health-related services.</i></p> <p><i>Note: For records documenting the provision of health care treatment, please refer to the Public Health Records Retention Schedule.</i></p>	<p>Retain for 8 years after case closed <i>and</i> 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Records needed to respond to, and/or perform critical operations during/after, a disaster or emergency. They need to be protected through backup or enhance storage. (RCW 40.10.010)

Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.



Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



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See the Local Government Common Records Retention Schedule (CORE) for “Archival” records.

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See the Local Government Common Records Retention Schedule (CORE) for additional “Essential” records.

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